

FILE Downer
D R A F T

BOOK DISPATCH _____

TO : Certain ~~US~~ Stations and Bases
~~Certain US Stations and Bases~~
~~(Sect 100)~~

SUBJECT: Administrative/Logistics
Discontinuance of Forwarding Edited Copies of
Proposed To Requisitions to Field Stations

1. The Office of Logistics is undertaking a thorough review of various supply practices and procedures for simplification and reduction of documentation. This action is consistent with the President's and the Director's desire to reduce and economize our operations where possible.

2. In accordance with these objectives, the Office of Logistics is proposing to discontinue, on a trial basis, the forwarding of edited copies of requisitions to all stations operating under the Type III accounting procedures. The trial period will commence 1 February 1967 and continue until 1 July 1967. If no unusual difficulties develop during this period, it is Headquarters intention to make the practice a permanent procedure.

3. Comments are requested from those stations that feel the discontinuance of receiving these edited copies of requisitions will have an adverse effect on these supply operations or cause increased cable or dispatch traffic related to supply action. The absence of any communications from a station will signify the acceptance of this trial period; however, the Office of Logistics should be notified if any difficulties arise during this period. Your cooperation in this attempt to reduce supply documentation through simplification of supply procedures is appreciated.

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Approved For Release 2000/08/04 : CIA-RDP79-00639A000100100031-8

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